

Date Notice Posted: OCT - 6 2009

DEPARTMENT OF EDUCATION
OFFICE OF FISCAL SERVICES

NOTICE OF SOLE SOURCE

The DOE is in the process of reviewing a request from OCISS, Accreditation/School Improvement
(school/program)
for Sole Source approval to purchase the following goods, services, or construction:

^{process}
Accreditation of Hawaii public elementary, intermediate, high schools and
community schools for adults.

Vendor's Name: Accrediting Commission for Schools, Western Association of Schools and
Colleges, (ACS, WASC)

Address: 533 Airport Boulevard
Burlingame, CA 94010

Total Expenditure: \$69,672.88

Contract period, if applicable: From SY 2009-10 ^{upon approval} To 6/30/2010

Inquiries may be directed to:

Name/Title: Mr. Gerry Madrazo, Educational Specialist III

Address: DOE Accreditation/School Improvement, 475 22nd Ave. Rm. 109
Honolulu, HI 96816

Telephone/Fax No. Phone: 808-203-5570 Fax: 808-735-8379

email: Gerry_Madrazo@notes.k12.hi.us

A copy of this Notice of Sole Source shall be posted by the Chief Procurement Officer and the purchasing agency in an area accessible to the public, at least seven (7) calendar days prior to any approval action.

Written objections to this Notice of Sole Source must be received within seven (7) calendar days from the date this notice was posted to:

Department of Education
Procurement & Contracts Branch, OFS
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797
email: DOEProcure@notes.k12.hi.us
phone: 808-675-0130

S.S. No. D10-006

Date Notice Posted: OCT - 6 2009

**DEPARTMENT OF EDUCATION
OFFICE OF FISCAL SERVICES**

To: Chief Procurement Officer Date October 1, 2009

From: OCISS, Accreditation/Sch. Improvement 808-203-5570 808-735-8379
Name of School or Program Telephone No. Fax No.

Subject: **REQUEST FOR SOLE SOURCE**

1. Pursuant to §103D-306, HRS and Chapter 3-122-81 through -87, HAR, the school/program listed requests sole source approval to purchase the following (describe goods, services, or construction):

process
Accreditation of Hawaii public elementary, intermediate, high schools and community schools for adults.

2. Vendor's name and address:
Accrediting Commission for Schools
Western Association of Schools and Colleges
533 Airport Blvd.
Burlingame, CA 94010

Total Expenditure: \$69,672.88

Contract period, if applicable: From SY 2009-10 *upon approval* To 6/30/2010

Prior Sole Source Approval No., if applicable: SS D09-102

3. **JUSTIFICATION**

- a. The goods, services, or construction has the following unique features, characteristics or capabilities:

The Western Assoc. of Schools and Colleges (WASC) is one of six regional accrediting associations recognized by the U.S. Dept. of Education. The accrediting region of WASC includes the states of California and Hawaii, the Pacific Islands, and East Asia. No other regional accrediting agency serves Hawaii. Both public and private schools in Hawaii have been continuously accredited by WASC since 1962. (Refer to BOE Policy 2710).

- b. The following explains why these unique features, characteristics or capabilities are essential to accomplish the work:

The basic purpose of accreditation by ACS, WASC is school improvement. This is accomplished through a process of a comprehensive school-study followed by a 3-1/2 day school on-site visit by an external review committee. The review committee will provide the school with a report on the findings of the school on-site visit which will serve as a vehicle for school self-improvement.

- c. The following other possible sources were investigated but do not meet our needs because:

ACS WASC is the sole provider of accreditation services in this region.

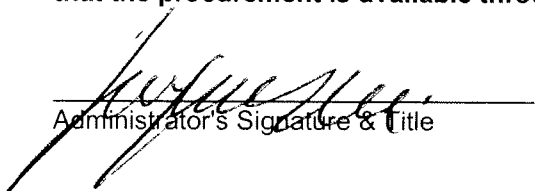
Requestor must respond to the following requirements:

- a. If this expenditure is subject to any other approval, a copy of that approval is attached.
- b. A completed Notice of Sole Source is attached.
- c. Is the expenditure 1) a one-time payment or b) an estimated amount? Yes x No _____
If yes, payment may be processed through a Purchase Order.
If no, a contract must be executed and funds must be certified (contract encumbered).

Questions relating to this request may be directed to:

Gerry Madrazo, Educational Specialist II	808-203-5570	808-735-8379
Requestor's Name & Title	Telephone No.	Fax No.

I hereby certify that the information provided is, to the best of my knowledge, true and correct and that the procurement is available through only one source.

 Administrator's Signature & Title	808-203-5570 Telephone No.	808-735-8379 Fax No.
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Chief Procurement Officer's comments:

- ☐ **Approved**, contingent upon school/office obtaining the following certificates from the vendor:

1) DOTAX Tax Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Certificates may be obtained via an online service by accessing the following website: <http://vendors.ehawaii.gov/hce/splash/welcome.html>

- ☐ **Disapproved**

By: _____ Date: _____
Superintendent, DOE or Designee

NOTE: Sole Source Approval # SSD 10-086 must be cited on the purchase order or contract along with a copy of this completed and approved form.